

ARENA ADVISORY MEETING MINUTES

Friday, January 21, 2011

Everett Arena 8:00 AM

Present: Chairman Nick Wallner, David Palisi, Bob Lachapelle, Gerry Blanchette, Mike Gfroerer, Dan Arndt, Councilor Mark Coen, Arena & Properties Manager Jeff Bardwell, City of Concord Purchasing Manager Doug Ross
Absent: Councilor Dick Patten; Tom Ackerson

Meeting called to order at 8:00 AM

Concessions Bid Document

At the last arena advisory meeting Councilor Mark Coen questioned why there were no bidders for the snack bar and asked staff to look at four items in the document.

1. ...The City of Concord has the right to audit the books...
2. ...mandating the concessionaire to buy beverages from a specific vendor...
3. ...pricing of products sold would be in the ballpark of other facilities in the area...
4. ...how the city arrived at the minimum payment of \$11,800...

Doug Ross explained that item #1 is included in the bid document to insure the vendor's financial stability, especially in a multi year contracts and that the information was kept confidential. Doug Ross also indicated it is important to know the volume of business for future contracts. Item #2 is included because the city is in a city wide beverage agreement with Pepsi, awarded in 2005. As part of the current and previous agreements with Pepsi, they provided a new score board for the arena and purchase a dasher board ad each year for \$1,500. Jeff Bardwell explained that item #3 has been in all the concession agreements but probably can be removed as the city has never to his knowledge questioned the concessionaires pricing and that the market will dictate what they can charge. Item #4 was derived from what the previous concessionaire was paying and a snack bar survey that was done in the fall of 2009. It was intended that the minimum payment amount could be a monthly payment, percentage of the gross or a combination of the two. Mark Coen expressed concern that the city would use item #1 to increase the price during contract negotiations. Jeff Bardwell explained that there is a percentage increase factored into the agreement and that the fact that there were no bidders may be driven by other factors such as the economy and timing of the bid. Doug Ross indicated that there is a questionnaire at the end of each bid document for vendors to comment on even if they are not putting in a bid. Jeff Bardwell suggested a questionnaire be sent out to vendors that the concession bid was directly sent. Nick Wallner suggested that a phone survey follow up be done as it may be more revealing, Doug Ross indicated he would follow up.

Arena FY12 Fees

Jeff Bardwell passed out a spread sheet containing the current fees and recommendations for a three to four percent increase and increasing youth public skating from four to five dollars in next fiscal years fees based on the market and the arena proforma. Bob Lachapelle indicated Concord Youth Hockey had completed their budget and factored in the increase. Dave Palisi asked about discount cards, Jeff Bardwell indicated the arena does offer a punch card. Bob Lachapelle suggested that a similar card be offered for stick and puck sessions. Discussion took place regarding the Christmas Tree sales and if asking for a percentage of the gross would be feasible, it was decided to leave the fee as currently listed. Dave Palisi made a motion to accept the fees as presented, there was no further discussion, motion passed unanimously.

Floor Replacement

Jeff Bardwell updated the committee on the current plan for the floor replacement that is scheduled for FY12. Staff is putting a report together for the city administration for February recommending starting the project in June of 2011 instead of waiting until the following June. This would go to council in March followed by a public hearing in April. The reasoning for moving the project to this June is based on number of repairs done prior to start up, spalling and cracking of the concrete on the west end of the slab. Staff is working on putting together the bid document for this project so it will be ready to go by this spring if needed.

Nick Wallner made a motion to adjourn,

Meeting adjourned 9:00 AM

Respectfully Submitted

Jeffrey R. Bardwell
Arena & Properties Manager